



## CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	<b>RELEASE DATE:</b>	Thursday, February 5, 2009
<b>POSITION TITLE:</b>	Director of Clinical Integration (Pending SPB and DPA Approval)	<b>FINAL FILING DATE:</b>	Friday, February 20, 2009
<b>CEA LEVEL:</b>	CEA 5	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,544.00 - \$10,520.00 / Month	<b>BULLETIN ID:</b>	02032009_3

### POSITION DESCRIPTION

Under general direction of the Receiver and the leadership of the California Prison Health Care Services, the Director of Clinical Integration is the healthcare executive and chief policymaker devoted to creation of functional integration of court mandates and clinical and administrative disciplines—including medical, dental, mental health, substance use, and custody—to support effective and efficient patient care throughout the health system continuum for California prison inmate patients.

The Director of Clinical Integration organizes, coordinates, and leads change across all clinical disciplines to reduce morbidity and mortality of the patient population. The incumbent develops and implements policy and leads initiatives to address health systems priorities agreed upon by representatives of the multiple federal courts and state agencies.

Duties include, but are not limited to:

Organizes interdisciplinary and inter-agency policy discussions and initiatives to ensure that medical, nursing, dental, mental health, substance use, and custody services are integrated, evidence-based, safe, effective, timely, efficient and patient-centered. Participates as an executive leader in developing and implementing coherent health care policies and practices for both existing prisons and new facilities. Collaborates in recruiting and developing executive leadership and staff for positions that are critical to clinical integration. Participates in interpretation and application of administrative standards, laws, and regulations.

Facilitates collaborative relationships with state and local agencies, community providers, and other stakeholders. Develops processes to ensure safe and effective transitions in care between disciplines and levels of care, between prisons, between prison and community settings, and at reentry.

Participates in developing and implementing quality measurement policy and systems and quality improvement initiatives. Participates in creating and implementing utilization criteria, monitors care using both statistical methods and chart review, and works with local, regional, and statewide staff to

facilitate criteria-based utilization. Provides consultation related to acuity levels of the patient population and the programs and staffing to meet those acuity needs. Participates in developing and/or selecting clinical documentation tools and information technology solutions.

Reviews analyses reflecting current and anticipated volume of work, procedures utilized, and performance, describing progress and adverse trends and making appropriate recommendations. Makes recommendations and creates policy for utilization of space, space needs, personnel and other resources as needed to meet patient needs. Assists with the formulation of budget requests that are critical to care integration.

Supervises development of team models of care with curricula and training policies and strategies and facilitates implementation. Participates as needed in staff professional development and educational programs.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Professional clinical degree or advanced degree in public health or health administration (masters or doctorate).

Significant experience (minimum 5 years) in senior management.

Specific subject matter expertise in healthcare operations, care delivery and clinical processes, social and legal environments, and state and federal regulations regarding healthcare delivery.

Demonstrated ability to manage inter-agency relationships.

Executive level communication, analytical and problem-solving skills.

Experience in interdisciplinary and inter-organizational program development and staff development.

Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director of Clinical Integration (Pending SPB and DPA Approval)**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

**FILING INSTRUCTIONS****Interested applicants must submit:**

- A State Application (Std. 678) and Resume.

**Applications must be submitted by the final filing date to:**

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services  
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038  
Allison Sanjo | 916-445-1694 | [allison.sanjo@cdcr.ca.gov](mailto:allison.sanjo@cdcr.ca.gov)

**ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Plata Human Resources, located at 501 J Street, Suite 350, Sacramento, CA.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>